AFTER HOURS REQUEST FORM – EXTERIOR DOORS

IMPORTANT: Submit form at least 2 business days prior to event.
Form must be complete, including signature of authorized person
This form is NOT for room access, but only for unlocking exterior doors.
Please arrange with your department head if you need access to other spaces.

CONTACT INFO
Name: ________________________________________________________   Today's Date: __________________
Department/Organization: _____________________________________CB#: _____________________________
Phone #: ________________________________   Email: _____________________________________________

EVENT
Room(s) Requested: _______________________________________     Date Needed: _____________________
Start Time (time you need access)    End Time
Title of Event: __________________________________________ Anticipated # of Attendees: _______________
Purpose of Event:  _________________________________________________________

PLEASE INDICATE DOORS TO BE UNLOCKED (use right column)
Front entrance
Rear lobby
Additional floor to be unlocked
Other request (describe)

Authorized Signature _____________________________
Title _______________________________________
Dept. _______________________________________

The Card Access System for BIOINFORMATICS operates as follows:
♦ Unlocked during normal operating hours: Monday - Friday 6:00 a.m. - 6:00 p.m.
♦ All other times: building is locked

Submit your completed form at least 2 business days prior to your event. You will receive confirmation
approximately 1 business day after your correctly completed form is submitted.

NOTE: This form covers exterior doors ONLY. It will not ensure access to individual rooms or other interior spaces.

SUBMIT YOUR COMPLETED, SIGNED FORM TO:

SOM Photo ID Badge Office
060 MacNider Hall, Ground Floor
Phone: 919-843-3787; Fax: 919-843-7879
photoidbadge@med.unc.edu